



Norfolk County-8 Coalition August 5th, 2024 Meeting Agenda



Time: 11:00 am – 1:00 pm
<u>Remote Meeting Location</u> https://us06web.zoom.us/j/81707867739

Attendance Roll Call

Voting members present:

Kylee Sullivan, Dedham
Caroline Kinsella, Milton
Stacey Lane, Norwood
Melissa Ranieri, Walpole (joined late)
Lenny Izzo, Wellesley
Jared Orsini, Westwood (joined late)

Non-voting members present:

Aine Studdert-Kennedy, BME Strategies
Angie Truesdale, BME Strategies
Cynthia Baker, BME Strategies
Katie Paciorkowski, Dedham
Abbie Atkins, Norwood
Trish Fisher, Walpole
Jhana Wallace, Wellesley
Joyce Saret, Wellesley
Sanskriti Madan, Regional Epidemiologist
Kerry Mackay, Regional Inspection Associate

Voting members absent:

Barbara Reardon, Canton

4/7 communities present, quorum met.

Opening

Stacey Lane made a motion to start the meeting. Kylee Sullivan seconded the motion.

The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:05 AM on August 5th, 2024.

I. Welcome

BME provided an overview of the agenda to start the meeting.

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II. Announcements and Reminders

Kylee Sullivan made a motion to approve the minutes from the July 2024 Coalition Meeting. Melissa Ranieri seconded the motion.

Votes:

- Canton: Not present
- Dedham: Y
- Milton: Y
- Norwood: Y
- Walpole: Y
- Wellesley: Y
- Westwood: Not present

BME welcomed two new staff members to the NC-8 Coalition: Aine Studdert-Kennedy, who will support regional staff management & coordination, and Kerry Mackay, who has moved into the role of NC-8 Regional Inspection Associate.

The coalition's FY25 workplan and budget received DPH approval on July 15th. BME reviewed the forecasted payment schedule for grant funding disbursements.

III. MRC Updates

BME provided an update on the new MRC coordinator hiring process and announced that Jackson Lieb has been selected for the position. Official introductions of Jackson Lieb will be made during the September 2024 Coalition Meeting.

IV. Regional Staff Updates

The Regional staff team presented on the current landscape of tobacco control across the coalition and proposed some initial strategies to improve collaboration and streamline data collection. The coalition discussed adoption of the Post data software platform, noting its positive feedback on the interface from Walpole. The group discussed bringing MHOA contact Sarah McColgan in to present at the next meeting. Lenny Izzo emphasized tobacco compliance checks as a key area for continued research and coordination as this is a persistent gap in capacity across the group.

The hiring subcommittee for the Regional Public Health Nurse position will reconvene on August 7th to review candidates received to date and discuss next steps.

BME shared a reminder about the new Regional Staff Support Request form and requested any feedback or suggestions to improve the format. The coalition was advised to save the link as any future iterations of the form (including new types of Regional

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Staff support and integration of new regional staff roles) will be integrated into the same form.

Next steps:

- Sanskruti Madan will share a comparative list of NC-8 regulations with coalition members, updates to follow.
- BME will initiate outreach to MHOA/MTCP (supported by Kerry Mackay and Aine Studdert-Kennedy) to explore the Post platform.
- Share contact information for Kathleen Mahoney (Hanover DPH Tobacco Program Coordinator) contact information for those seeking additional tobacco compliance check support.

V. FY24 Closeout

BME summarized final FY24 expenditure (\$450,175.97) and return of funds to DPH (\$83,490.09). The coalition reviewed programmatic spending by budget line item category.

The coalition regrouped on open procurement items. Scantek has coordinated redelivery of scanned files to all communities this week starting 8/7. The group also reviewed a shortlist of outstanding items procured with FY24 funds:

Epipen Dosages: Dedham and Walpole both reported receiving only adult dosages of Epipens. BME will follow up to determine if McKesson has the appropriate dosage and work with Norwood to reorder.

Backordered Nursing Supplies: Walpole is awaiting repurchase/delivery of a thermometer, rolling bag, and VeriCor data logger.

MHOA Conference Registration: Non-member registration rates will open on September 6 to support fees for Milton and Wellesley staff (Anne Grossman, Jhana Wallace).

VI. FY25 Kickoff & Overview

During the meeting, the coalition reviewed key tasks and an updated budget proposal for FY25. The RIA salary was adjusted from \$72,000 to \$74,114. The Technology Software budget was updated from \$60,720 to \$60,270 following Milton's request to discontinue their HousingCode Pro seat. This adjustment also includes a prorated cost of \$112.60 for a new SmartSheet license and \$1,200 for a full renewal in November for four regional SmartSheet seats.

Additional budget changes include:

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- An increase of \$500 in the Travel budget to cover mileage reimbursement for the Regional Epidemiologist.
- Reductions in Training (-\$1,299), Health Communications (-\$112.45), Inspection Supplies (-\$500), Nursing Supplies (-\$500), and Technology Hardware (-\$500).

Lenny Izzo questioned the discontinuation of Milton's HousingCode Pro seat. Caroline Kinsella explained that her staff preferred paper over Relavent for some features, though they liked FoodCode Pro (FCP). Stacey Lane suggested gathering community feedback to potentially improve the program. Melissa Ranieri noted that IT support has been responsive in the past and advised members to reach out with specific questions. Members representing Milton, Norwood, and Dedham agreed to reach out to their inspectors to gather further input regarding functionality and use of HCP.

The coalition voted to approve the updated budget. The motion was made by Stacey Lane and seconded by Melissa Ranieri, with all present members voting in favor. BME will

Votes:

- Canton: Not present
- Dedham: Y
- Milton: Y
- Norwood: Y
- Walpole: Y
- Wellesley: Y
- Westwood: Y

VII. IMA Amendment

The coalition is awaiting executed documents from two communities for the IMA Amendment. The Wellesley Select Board has signed, and are waiting to receive the signed copy back. The Walpole Select Board has also signed, and we are awaiting their signed copy.

VIII. Opioid Abatement Collaboration Next Steps

Riverside Community Care Proposal: The coalition reviewed the RCC one-pager, which detailed the cost and logistics of one Full-Time Equivalent (FTE) Recovery Coach to support NC-8 residents without existing insurance coverage for recovery coaching services. The FTE would manage an average caseload of 20 individuals, each receiving support for approximately six months. The Recovery Coach would partner with

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participating health departments, police departments, and other stakeholders to create a referral network, develop support events, and integrate services.

There was broad support for the initiative. Some members expressed interest in moving quickly to implement the program while others raised concerns about capacity and funding. Norwood, Dedham, Wellesley, Milton, and Walpole expressed their interest in moving forward. Walpole shared that official approval may need to wait until their fall board meeting due to appropriation of funds.

Caroline Kinsella raised concerns about the adequacy of the proposed FTE salary and the potential need for additional FTEs to meet community demand. Joyce Saret iterated the importance of ongoing support for families and the need to address potential disparities between towns. Overall, members are on board with the initiative with a tentative goal for approval in September. BME will circle back to Riverside to discuss the issues raised by the coalition and update documentation accordingly.

HRiA Updated Proposal: The HRiA proposal was updated to include more transparency regarding travel and facilitation costs. The cost for travel was reduced by using local staff for follow-up observation sessions. The coalition discussed sending 1 staff member per community to the overdose rescue ToT series and questioned whether it might be beneficial to train additional staff. Concerns were raised about whether there would be extra costs for additional trainees and the flexibility of follow-up training sessions. Cynthia Baker noted that while she assumes attendance at all sessions is expected, she will follow up with HRiA to confirm. The coalition generally supported the reduced training cost and agreed on the value of training additional personnel, including potential staff from police departments and town PHNs.

A discussion about expanding Narcan access led by Sanskruti Madan was deferred due to time constraints.

Next Steps:

- Cynthia Baker will follow up on the limits regarding instructor ratios and address additional training questions outlined above.

A provisional motion was made to proceed with the Narcan Train-the-Trainer (ToT) program facilitated by HRiA, contingent on receiving an updated quote for additional trainees:

Votes:

- Canton: Not present

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- Dedham: Y
- Milton: Y
- Norwood: Y
- Walpole: Y
- Wellesley: Y
- Westwood: Abstained

IX. Community Updates

The coalition reviewed several community updates, including the availability of at-home testing COVID test kits through ASPR, which were just announced. There were concerns about the short expiration dates (60-90 days). Stacey Ranieri drove the general consensus to prioritize distributing free kits through DPH to the community and considering additional orders later (early September). BME will reach out to Intrivo to confirm current pricing and share updated ordering requirements and price information with the coalition prior to the September meeting.

Wellesley has a graduate intern available to support NC-8 activities, including data collection and educational material development. Additionally, Wellesley has decided to discontinue future work with Scantek due to invoicing issues.

Jared Orsini shared a recent procurement/contract documentation request regarding Relavent software. Lenny Izzo reported receiving a similar request. Cynthia Baker asked members to keep her informed of additional outreach.

Next Steps:

- Cynthia Baker will connect with Lenny Izzo to explore how to integrate the intern's work into coalition activities.

X. Meeting Closure

The coalition agreed to reschedule the September meeting, originally set for Labor Day, to Monday, September 9th. The meeting will be held in person, with Walpole volunteering to host.

Adjournment

Melissa Ranieri motioned to adjourn the meeting, and Stacey Lane seconded the motion. The meeting was adjourned at 1:22 PM.

Votes:

- Canton: Not present
- Dedham: Not present



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- Milton: Dropped
- Norwood: Y
- Walpole: Y
- Wellesley: Y
- Westwood: Y

Documents used during the meeting:

NC-8 August 2024 Meeting Minutes

August 2024 Meeting Slides

FY25 Budget Update

HRiA Train-the-Trainer Proposal

RCC x NC-8 Proposal

NC-8 Local Public Health Coalition Monthly Meeting

August 2024



Agenda

- I. Welcome
- II. Announcements and Reminders
- III. MRC Updates
- IV. Regional Staff Updates
- V. FY24 Closeout
- VI. FY25 Kickoff and Overview
- VII. IMA Amendment
- VIII. Opioid Abatement Collaboration Next Steps
- IX. Community Updates
- X. Meeting Closure

Approval of July 2024 meeting minutes

Announcements and Reminders

Welcome, Aine!
Regional Staff Coordination Support

Announcements and Reminders

Welcome, Kerry!
NC-8 Regional Inspection Associate

Announcements and Reminders

- Received official DPH approval of FY25 workplan and budget
- FY25 Payment Schedule
 - 3 installments
 - 1st: late July-early August (50% of total award)
 - 2nd: October-December (25% of total award)
 - 3rd: Spring 2025 (25% of total award)

MRC Updates

- New incoming NC-8 MRC coordinator: Jackson Lieb
 - Introduction forthcoming at September meeting

- [insert regional staff slides once completed]

Regional Staff Updates

Tobacco Control and Education: Current Efforts

What We're Doing

- **Retailer Education**

- Sanskruti's Initiatives: Customized educational presentations and resources developed for Dedham; expansion to Norwood
- Kerry's Efforts: Inspections and educational outreach in Norwood, Dedham, Walpole and Wellesley

- **Inspection Updates**

- Use of Post app in Norwood and Walpole; transition status in other towns

- **Current Challenges/Layout**

- Variation in inspection data collection methods / platforms for conducting inspections
- Retailer awareness of variance between town vs. state regulations

Insights & Learnings

What We're Learning

- **Retailer Awareness**
 - Gaps in knowledge about local vs. state regulations
 - Varied compliance and education needs
- **Data Collection Discrepancies**
 - Issues with data consistency across towns (Post vs. paper)
 - Could be further standardized
- **Education and Resources**
 - Need for customized educational resources for each town
 - Unified approach to retailer education
 - One-stop shop for retailers on NC-8 website, town websites

Future Opportunities & Next Steps

Regional Opportunities

- **Standardization**
 - Streamline data collection through transition to Post app for all towns
 - Develop a standardized educational toolkit for retailers, based on Sanskruti's Dedham model
- **Collaboration**
 - Create a unified approach for regional retailer education
 - Explore cross-town regulatory integration and support to foster better compliance / PH impact
- **Primary Data Collection & Analysis**
 - Joint effort to conduct baseline data collection across communities
 - Review and consolidate inspection data - outline gaps, where help is needed, total inspections completed, most common violations
 - Improve capacity throughout the region

Discussion

- **Feedback Request**
 - Are there barriers to using the Post app or other data collection methods?
 - What additional resources or support do towns need for effective retailer education?
- **Coalition Involvement**
 - How can we work together to address gaps and standardize efforts?

Regional Staff Updates

- Public Health Nurse hiring updates
 - Subcommittee regroup scheduled 8/7
- Updated [Regional Staff Support Request Form](#)

FY24 Closeout

FY24 Closeout

PHE Grant Total

- \$533,971.62 grant total for FY24
- Total spent in FY24: \$450,175.97
- Return to DPH: \$83,490.09



84% of FY24 Total

FY24 Programmatic Spending

Budget Line Item	FY24 Spend
Consultant	\$227,092.06
Staffing & Fringe	\$37,574.67
Health Communication	\$8,492.94
Inspection Supplies	\$22,682.03
Membership Fees	\$165.00
Nursing Supplies	\$26,229.22
Technology Hardware	\$0
Technology Software	\$37,083.75
Training/Credentialing	\$10,455.00
Occupancy	\$305.56

FY24 Closeout

Procurement

- Scantek redelivery of files scheduled for this week (8/7)
- Open items from EOY
 - Epipen children's dosage (Dedham)
 - Backordered nursing supplies: thermometer, rolling bag, VeriCor data logger (Walpole)
 - MHOA conference registration - non-member rates open 9/6
 - 1x Milton, Wellesley

FY25 Kickoff & Overview

NC-8 Local Public Health Coalition



Public Health Excellence Grant	FY25	Q1
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FY25 Budget	Spent	Allocated
\$533,971.62	\$0	\$533,971.62

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Next Steps	Due	Status
PS1: Hire and onboard Regional Inspection Associate		Hire RIA	Onboard RIA	Shadow inspections		Enroll in and complete Food Protection & Housing Hub trainings							Onboard Regional Inspection Associate	10/1	On track
PS2: Hire Regional PHN and develop case management SOP		Hire PHN	Onboard PHN	Develop protocols for case investigations		Create infectious disease resource hub							Review PHN applicants and conduct phone screens	10/1	On track
				Staffing capacity and workload assessment				Develop MEL mechanisms							
								Integrate translation & interpretation							
PS3: Enhance tobacco inspection support	Contact MTCP					Leverage RIA for tobacco support							Engage MTCP to determine opportunities to support regional tobacco collaboration	9/1	On track
						Integrate translation & interpretation									
S1: Expand shared services				Assess staffing and training opportunities in tobacco control									Assess staffing opportunities to expand tobacco control capacity	6/30	On track
				Review and assess MFE regs by community											
				MFE tracker											
				Propose regional MFE inspection SOP											
				Address individual community tobacco inspection needs											
E1: Collaborate on opioid abatement funds	CARE MA	Assign lead	Survey design	Data & landscape analysis		Community engagement		Develop budget		Stakeholder meetings			Consult with CARE MA	8/15	Not started
E2: Explore MCH opportunities				Quarterly Community of Practice meetings with OLRH									Initiate quarterly Community of Practice meetings and assessment of NC-8 birth data	12/15	Not started
				Assess NC-8 birth data											
				Engage NC-8 partners											
													Create resource guide		
													Outreach plan with translation and interpretation		

FY25 Kickoff and Overview

Additional Budget Adjustment for FY25: Summary

- Updated RIA salary from \$72,000 to \$74,114
- Updated Technology Software line item from \$60,720 to \$60,270 (offsets Milton HCP license plus SmartSheet renewal for regional staff project management)
- Increased Travel (\$500)
- Reduced Training (-\$1,299)
- Reduced Health Communications (-\$112.45)
- Reduced Inspection Supplies (-\$500)
- Reduced Nursing Supplies (-\$500)
- Reduced Technology Hardware (-\$500)

IMA Amendment

- BOH review and town management sign off from remaining communities

Opioid Abatement Collaboration Next Steps

- Review: RCC one-page proposal for recovery coaching
- Review: Updated HRiA overdose rescue Train-the-Trainer proposal
- Expansion of Narcan access and training

Community Updates

Adjournment

Next Meeting

Reschedule for Monday, September 9th (Labor Day conflict)

In person 11AM-1PM

Location TBD